

## Employee Notice List

NASA Employee Notices	Timeline Requirements	Distribution Method	Regulation/Directive
Weingarten Rights	January	Web Site & NASA INC	5 USC 7114(a)(3)(B)
Annual NASA Scholarship Fund call for nominations	January	Web site	TBD
Flexible Spending Act Notice (FSAFEDS) Use or Lose Deadline	February	Web Site & NASA INC	Not Required
Telework Availability	March	Web site	NPR 3800.1
Emergency Contact Information Update	March	Web Site & NASA INC	Not Required
FEGLI General Information and NEBA Availability	April	Web site	FEHB Handbook NPR 3800.1 (para2.2.)
FEBS Availability	April	Web site	Not Required
FEHB General Information	May	Web site	FEHB Handbook NPR 3800.1
Prohibited Personnel Practices & Merit Principles Annual Reminder	May	Web Site & NASA INC	EO 13197, 5 USC2301 & 2302
Whistleblower Disclosures	May	Web Site & NASA INC	5 USC 1221(g)(1)(A)(1)
Family and Medical Leave Act (FMLA):Notification of Entitlements	June	Web site	FMLA
Annual Savings Bonds	June	Web site	Not Required
USERRA	June	Web Site	Public Law 103-353 5 CFR
Long-term Care Insurance Program availability	July	Web site	NPR 3800.1
Competitive Placement Plan (CPP) Notification	July	Web site	5CFR 335.103(b)(1)
FEGLI Reminder-update Designation of Beneficiary	August	Web site	Not Required
Combined Federal Campaign (CFC) Notification	August	Web site	EO 12353 & 12404, 5CFR 950.102(a)
Thrift Savings Plan (TSP) program availability	September	Web site	NPR 3800.1
Excused Absences for Voting	Election Years / October	Web Site & NASA INC	OPM
FEB Open Season- FEHB	October	Web Site & NASA INC Combined	FEHB Handbook NPR 3800.1
FEB Open Season- FSA	October		NPR 3800.1
FEB Open Season- FEDVIP	October		OPM
Annual Leave Forfeiture & Voluntary Leave Transfer	October	Web Site & NASA INC	5CFR 630.308, NPR 3600.1A
Voluntary Leave Transfer & Advanced Sick Leave Procedures	December	Web site	5CFR 630, NPR 3600.1A
Pay Comparability Adjustment Notification	December	Web site	Not Required
Federal Group Life Ins. (FEGLI) Open Season	Infrequent, Prior to an Open Period	Web Site & NASA INC	FEGLI Handbook NPR 3800.1